



**Tennessee Army National Guard
ACTIVE GUARD/RESERVE
(AGR) VACANCY
Announcement M07-075**



Office of the Adjutant General of Tennessee
AGR Office - Staffing
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

OPENING DATE: 28 Jun 07

CLOSING DATE: 28 Jul 07

CLEARANCE:

LOCATION

JFHQ TNARNG ELEMENT (J-5/7)

CITY

w/duty in SMYRNA

STATE

TN

POSITION TITLE

MIL PERS TECH

**MUST POSSESS OR ACQUIRE
MOS WITHIN 12 MONTHS**

420A0

GRADE

W1

W4

AREAS OF CONSIDERATION

FIRST: On-Board Army AGR
SECOND: All Other Tennessee Army National Guard Members
THIRD: All others eligible for membership in the Tennessee Army National Guard

DESCRIPTION OF DUTIES / RESPONSIBILITIES

Manages the personnel readiness management system, personnel information management system, personnel accounting and strength reporting system, casualty information management system, personnel replacement system, awards and decorations program, military personnel evaluations system, officer and enlisted promotion systems, officer and identification documents control and issuance function. Monitor and serve as functional proponent for the leaves and passes program at assigned command level. Manages the line of duty investigation program, officer procurement program, officer procurement program, officer and enlisted transfer and separation programs, personnel aspects of the Soldier readiness program, processing of miscellaneous Soldier generated personnel actions. Reviews, evaluates and analyzes obligations and expenditures. Formulates and reviews all Annual Funding Guidance/ Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

ELIGIBILITY: Anyone may apply for this position. If not currently in an AGR status, to qualify for appointment individuals MUST MEET ALL initial eligibility requirements of AR 135-18 and NGR 600-5:

- Must be or become a member of the TENNESSEE Army National Guard prior to entering the AGR program
- Must be able to serve a minimum of three (3) years in an active duty status prior to completing 18 years of Active Federal Service (AFS) or reaching Mandatory Removal Date (MRD) whichever is earlier.
- Must meet medical standards prescribed in Chapter 3 of AR 40-501.
- Must meet physical standards prescribed in AR 600-9.
- Must have sufficient time remaining on current enlistment to complete an initial (3) year tour.
- Must Not be entitled to Military Retired Pay. (Waivable by The Secretary of the Army)
- Must Not be a candidate for or holding an elected Civil office or engaged in partisan political activities.
- Must Not be under a current Suspension of Favorable Personnel Actions (flag).
- Must Not have resigned from the AGR program or other military service in lieu of adverse action.
- Must Not have been separated from the AGR program or other military service for cause, unsuitability or unfitness.
- Individuals who were not selected for continuation in the AGR program are ineligible for selection.
- Must supply certificate in proof of an awarded MOS if the MOS is not listed on DA Form 2-1

CERTIFICATION REQUIREMENTS

Complete the Human Resources Technician Warrant Officer Basic Course. Qualify for a security eligibility of SECRET.

PULHES REQUIREMENT

PHYSICAL DEMAND

REQUIRED SPECIALIZED EXPERIENCE

ADDITIONAL REQUIREMENT

APTITUDE REQUIREMENT

PREFERRED EXPERIENCE

AUTHORITY

Individual(s) selected will be ordered to Full-Time Duty (State) status under the authority of Title 32 USC, Section 502 (f).

HOW TO APPLY

SUBMIT THE FOLLOWING AS A MINIMUM:

- a. Signed NGB Form 34-1; Application for Active Guard Reserve Position
- b. DA Form 2-1/ ERB or ORB
- c. DA Form 2807-1 and DA Form 2808 (latest physical)
- d. Photograph in Class A Uniform, ACU's or BDU's (Polaroid's acceptable)
- e. Last 5 NCOERs or OERs (whichever is applicable)
- f. DA Form 705 (latest APFT Card)
- g. DD Form(s) 214 and NGB Form(s) 23 (all periods of active duty)
- h. Announcement Number at the top of page on NGB Form 34-1
- i. TN Form 0345 (current weight certification)

MAIL TO:

The Adjutant General, ATTN: JFHQ--AGR
P.O. Box 41502
3041 Sidco Drive
Nashville, TN 37204-1501

CONTACT US:

MSG Rosie Biggs

683-0646 (DSN)

615-313-0646(Commercial)

1. Applications must be mailed at applicants own expense.
 2. Applications will not be returned.
 3. Applicants are encouraged to call prior to closing date to ensure application was received.
 4. FAXED APPLICATIONS WILL NOT BE ACCEPTED.
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EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.